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Minutes

Council on Academic Affairs

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9-29-2005

# September 29, 2005

Council on Academic Affairs

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## **Agenda for the September 29, 2005 CAA Meeting**

**Items approved:** 05-27, HIS 4860, Modern South Asia (New Course)  
05-28, CMN 3560, International Communication (New Course)

**Items Pending:** 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)  
05-29, CMN 3570, Topics in Media History (New Course)  
05-30, CMN 3950, Conference and Event Planning (Revised Course)  
05-31, Minor (Catalog Revisions to the Definition of Terms and the Requirements for Minors)  
05-32, STA 3960, Study Abroad: EIU Exchange Program (Revised Course)  
05-33, STA 3961, Study Abroad: One-Way Program (Revised Course)  
05-34, STA 3962, Study Abroad: Non-EIU Program (New Course)  
05-35, STA 3970, Study Abroad: Faculty-Led Program (Revised Course)  
05-36, STA 3990, Study Abroad: Study Abroad Honors College (New Course)  
05-37, STA 4275, Study Abroad Internship (New Course)  
05-38, Study Abroad (The addition of a Study Abroad section to the Undergraduate Catalog)  
05-39, RN to BSN Program in Nursing (New Unit of Instruction)

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### **Council on Academic Affairs**

#### **Minutes**

*September 29, 2005*

The September 29, 2005 meeting of the Council on Academic Affairs was held at 2:01 p.m. in Booth Library Conference Room 4440.

**Members present:** Dr. Bower, Mr. Collier, Dr. Dietz, Ms. Dilworth, Ms. Fredrick, Dr. French, Dr. Reid, Dr. Roszkowski, Ms. Sterling, Dr. Stowell, Mr. Tracy, and Dr. Upadhyay.

**Members absent:** Dr. Carwell

**Staff present:** Dr. Lord, Dr. Weber, and Ms. Fopay.

**Guests present:** Dr. Borzi, Communication Studies; Ms. Boyer, Academic Success Center; Ms. Evans, Registration Office; Dr. Haile Mariam, Psychology/Faculty Senate; Dr. Hoerschelmann, Communication Studies; Dean Lanham, Library; Dr. Mazumder, History; Ms. Miller, College of Arts & Humanities; Dr. Semati, Communication Studies; and Dr. Sowa, Communication Studies

#### **I. Approval of the September 15 and September 21, 2005 Minutes.**

The minutes of September 15 and September 21, 2005 were approved as written.

#### **II. Communications:**

1. Minutes from the September 9, 2005 College of Sciences Curriculum Committee meeting.
2. Minutes from the September 12, 2005 College of Education & Professional Studies Curriculum Committee meeting.
3. September 14, 2005 memorandum from Dean Hanner, COS, requesting executive action to change the phrase regarding elective requirement in the Sociology major and to designate SOC 3903 as writing-intensive.
4. Minutes from the September 14, 2005 College of Arts & Humanities Curriculum Committee meeting.
5. September 19, 2005 e-mail from Associate Dean Lynch, CAH, requesting executive action to cross-list HIS 4845 with Women's Studies and designate FLS 3000 as writing-intensive.
6. September 20, 2005 memorandum from Dean Hoadley, LCBAS, requesting executive action for the completed technology-delivered questionnaire for FCS 4345, Hospitality Administration.
7. September 21, 2005 document from Dr. Karla Sanders containing charts about General Education goals.

*Dr. Reid noted that this document had been discussed at a recent CASL meeting. The charts, she explained, are based on Dr. Karla Sander's analysis of each assessment plan*

*submitted by every department at the university. Also, Dr. Reid pointed out areas of concerns related to the global citizenship and speaking goals. In addition, she explained that Dr. Sanders will come to a future CAA meeting to share background information on how assessment is related to General Education. Finally, Dr. Reid asked that the council members keep a copy of this document as a future reference to refer to when the council discusses General Education.*

8. September 23, 2005 e-mail from Associate Dean Lynch requesting executive action revise THA 3431, ART 2440, ART 3011, ART 3200, and ART 4802.  
*Dr. Roszkowski inquired about the addition of the statement "May be taken twice for credit" to several courses. Ms. Miller provided a rationale for it.*

Mr. Tracy entered the meeting at 2:10 p.m.

### **III. Committee Reports:**

1. None.

### **IV. Items to be Added to the Agenda:**

#### *a.) Items for the October 13 meeting agenda:*

1. 05-39, RN to BSN Program in Nursing (New Unit of Instruction)

#### *b.) Items for the October 20 meeting agenda:*

1. 05-32, STA 3960, Study Abroad: EIU Exchange Program (Revised Course)
2. 05-33, STA 3961, Study Abroad: One-Way Program (Revised Course)
3. 05-34, STA 3962, Study Abroad: Non-EIU Program (New Course)
4. 05-35, STA 3970, Study Abroad: Faculty-Led Program (Revised Course)
5. 05-36, STA 3990, Study Abroad: Study Abroad Honors College (New Course)
6. 05-37, STA 4275, Study Abroad Internship (New Course)
7. 05-38, Study Abroad (The addition of a Study Abroad section to the Undergraduate Catalog)

Dr. Dietz moved and Dr. Bower seconded the motion to add these items to the agenda.

NOTE: Dean Augustine and Ms. Wendy Williamson will present proposals 05-32 thru 05-38. They are not available to attend the October 13 meeting. However, they are available to attend the October 20 meeting. Therefore, those agenda items will be acted upon at the October 20 meeting. Dean Hanner and Provost Lord will present agenda item 05-39 at the October 13 meeting.

### **V. Items Acted Upon: (Note: The agenda order was revised to accommodate guests.)**

#### **1. 05-30, CMN 3950, Conference and Event Planning (Revised Course)**

Dr. Borzi and Dr. Sowa presented the proposal and answered questions of the council. The council requested that the proposal be revised. Drs. Borzi and Sowa will revise the proposal and submit it to CAA for review at a future meeting.

#### **2. 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)**

Ms. Boyer presented the proposal; distributed a handout showing pie charts detailing information about students reinstated following academic dismissal; and answered questions of the council. The council requested that the catalog text within the proposal be revised. Dr. Roszkowski agreed to assist Ms. Boyer with this task. Ms. Boyer will revise the proposal and submit it to CAA for review at a future meeting.

**3. 05-27, HIS 4860, Modern South Asia (New Course)**

Dr. Mazumber presented the proposal and answered questions of the council. The council requested that the sentence "The greater portion of the grade (90%) will be based on written assignments." be removed from 2.e. on the proposal. In addition, since the Spring 2005 semester has already passed the effective date was changed to Spring 2006.

The motion passed unanimously.

The proposal, with minor revisions, was approved, effective Spring 2006, **pending CGS approval.**

**HIS 4860. Modern South Asia. (3-0-3) S. Mod South Asia.** Studies the political, social, cultural and economic history of South Asia from c. 1600 – c. 1960. WI

**4. 05-28, CMN 3560, International Communication (New Course)**

Dr. Borzi and Dr. Semati presented the proposal and answered questions of the council. The council asked that the impact of the program (proposal item 4.d.1.) be clarified; the college curriculum approval date (3/2/05) be added to number 8 on the proposal; and the effective date be changed to Fall 2006 since the Fall 2005 semester had already begun.

The motion passed unanimously.

The proposal, with revisions, was approved, effective Fall 2006.

**CMN 3560. International Communication. (3-0-3) On Demand. Internat'l Comm.** Examines cultural, social, political, economic, and regulatory dimensions of international communication media: topics include nation, nationalism, culture, and communication; comparative studies of international media systems; communication and development; international relations, diplomacy, and the media; the rise of global culture; cultural autonomy and globalization Prerequisite: CMN 2520

**5. 05-29, CMN 3570, Topics in Media History (New Course)**

Dr. Borzi and Dr. Hoerschelmann presented the proposal and answered questions of the council. The council requested that the proposal be revised. Drs. Borzi and Hoerschelmann will revise the proposal and submit it to CAA for review at a future meeting.

**6. 05-31, Minor (Catalog Revisions to the Definition of Terms and the Requirements for Minors)**

Dr. Dietz asked that no voting take place on this agenda item today. She indicated that proposal will be revised after she has obtained feedback from each college certifying dean. In addition, she explained some suggested revisions that she had received from Ms. Barb Kuykendall, COS, regarding the proposal. Finally, the council members briefly discussed and provided some input for Dr. Dietz. This item will be revisited at the next CAA meeting.

Mr. Tracy left the meeting at 3:17 p.m.

**The October 6, 2005 meeting has been canceled. The next meeting will be held Thursday, October 13, 2005.**

The meeting adjourned at 3:22 p.m.

*--Minutes prepared by Janet Fopay, Recording Secretary*

The current agenda and all CAA council minutes are available on the web at <http://www.eiu.edu/~eiucaal/>. In addition, an electronic course library is available at <http://www.edu.edu/~eiucaa/elibrary/>.

The CAA minutes, agendas, and summaries of CAA actions are distributed via a listserv, caa-list. To subscribe, go to the following web site: <http://lists.eiu.edu/mailman/listinfo/caa-list>. Locate the section

“Subscribing to caa-list” and enter your email address and create a password. Next, click on the subscribe box. An email will be sent to you requesting confirmation. Once confirmation is received, your request will be held for approval by the list administrator. You will be notified of the administrator's decision by email.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
 Thursday, October 13, 2005  
 Conference Room 4440 – Booth Library @ 2:00 p.m.

### Agenda

1. 05-22aR, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)
2. 05-29R, CMN 3570, Topics in Media History (New Course)
3. 05-30R, CMN 3950, Conference and Event Planning (Revised Course)
4. 05-31R, Minor (Catalog Revisions to the Definition of Terms and the Requirements for Minors)
5. 05-39, RN to BSN Program in Nursing (New Unit of Instruction)

### Pending:

1. 05-32, STA 3960, Study Abroad: EIU Exchange Program (Revised Course)
2. 05-33, STA 3961, Study Abroad: One-Way Program (Revised Course)
3. 05-34, STA 3962, Study Abroad: Non-EIU Program (New Course)
4. 05-35, STA 3970, Study Abroad: Faculty-Led Program (Revised Course)
5. 05-36, STA 3990, Study Abroad: Study Abroad Honors College (New Course)
6. 05-37, STA 4275, Study Abroad Internship (New Course)
7. 05-38, Study Abroad (The addition of a Study Abroad section to the Undergraduate Catalog)

### Approved Executive Actions:

None.

### Pending Executive Actions:

#### BAS

#### **Effective Spring 2006**

1. A Technology-Delivered Sections of Previously Approved Courses Questionnaire (**See Attachment A**) for FCS 4345, Hospitality Administration.

#### CAH

#### **Effective Fall 2005**

1. Designate FLS 3000 as writing intensive.

#### CAH

#### **Effective Spring 2006**

2. Cross-list History 4845 “Women and Gender in Modern Europe” with Women's Studies. (*Pending CGS approval*)
3. Revise the prerequisites for ART 2440

**2440 ART. Art for Teachers in the Elementary Grades. (2-2-2) F, S.** A methods course in the philosophy of teaching art to children including the developmental stages of creative activity and appropriate media for each. Prerequisite: Art Education major or Enrollment in Elementary Education, Middle Level Education, or Special Education. **Preference given to students with university approval to take Teacher Education courses.**

4. Change the prerequisites for ART 3011.

**3011 ART. Exhibition Techniques. (1-0-1) F, S.** Organization and presentation of the portfolio and professional credentials. Prerequisites: ART 2500, except for art majors in the teacher certification option. A transfer student may take this course concurrently with ART 2500. Restricted to art majors.

5. Remove "On Demand" and add the statement "May be taken twice for credit" to ART 3200.

**3200 ART. Digital Art I. (3-3-3) F, S. On-demand.** An introduction to the concepts, principles and techniques related to the use of computers and digital technology as a visual arts medium, and as a means toward creative self expression. Prerequisites: ART 2500, ART 1000 and ART 1110 (or equivalent) and permission of instructor. May be taken twice for credit.

6. Add to ART 4802 the statement "May be taken twice for credit" (*Pending CGS approval*).

**4802 ART. Advanced Weaving III. (0-6-3) F, S.** Continuation of ART 4801 with further mastery of the subject matter and techniques. Prerequisites: ART 4801. May be taken twice for credit.

7. Add to THA 3431 the statement "May be taken TWICE for credit".

**THA 3431 - Children's Theatre Tour.**

(3-3-3) F. Introduces the student to the practical aspects of producing plays for young people. The focus of the course is on the development of a theatre piece which will then be presented to area students. Basic creative dramatics activities will be introduced. May be taken TWICE for credit.

Credits: 3

**COS**

**Effective Fall 2005**

1. Sociology Major (B.A.) – Change phrase regarding elective requirement in the major as follows: "**And 21 s.h. of SOC Electives** (exclusive of 3970 and 4275) chosen in consultation with the students advisor."

***Sociology***

**(BA)**

**Major**

**And 21 s.h. of SOC Electives**

(exclusive of 3970 and 4275) chosen in consultation with the student's advisor.

To be certified for graduation with a major in sociology, a student must achieve a CGPA of at least 2.0 in the core courses in the major used to satisfy graduation requirements. (See footnote 1.)

2. Designate SOC 3903 as writing intensive.

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**Attachment A**

Date: December 21, 2004

Re: CAA/CGS Policy for Approval of Technology-Delivered Sections of Previously Approved Courses

Course: FCS 4345 Hospitality Administration

1. Syllabus: A copy of the most recent course syllabus is attached.
2. Rationale: Offering FCS 4345 as a technology-delivered course is designed to meet student needs in the Family and Consumer Sciences hospitality management concentration. Among the course prerequisites is FCS 4275.009, an internship. Many students in the hospitality management concentration leave Illinois or Charleston to complete this internship given the limitations of hospitality-related opportunities in the Charleston area. When this course was taught on-campus, many former students recommended that the course be transformed to a technology-delivered format since several were returning to Charleston only for FCS 4345. Additionally, upon review of the FCS 4345 course goals and objectives, the instructor and SFCS Department Chair at the time, Dr. Loretta Prater, determined that the technology-delivered format would be an appropriate format for meeting and/or exceeding the course objectives. Finally, the technology-delivered format is used as a means to assess that these future hospitality leaders can demonstrate a minimum-level of computer proficiency, a key competency expectation in the field of hospitality management.
3. Assessment: Supporting and assessing students' achievements of the specified learning objectives is accomplished using -- web-based discussions; timed online quizzes; short written assignments directly related to course objectives; student PowerPoint presentations and summaries; and, the completion of a feasibility study. Rubrics are provided for all assignments. In addition, during the first week of the course, students are provided with several personal assessment tests to prepare them for an online course including "A Readiness Checklist for Online Learning," "Distance Education Self-Test," and a "Personality Index" test. Furthermore, the instructor provides feedback on sections two and three before requiring the entire five section feasibility study. Immediate and frequent feedback regarding assignments is essential. In addition to instructor comments via e-mail, students can view their grades throughout the course using the WebCT grade book.
4. Integrity: The integrity of student work is assured through a strict academic integrity policy as stated within the course syllabus. Issues of cheating and plagiarism are treated very seriously. Furthermore, random papers will be submitted to a plagiarism service to ensure academic honesty.
5. Interaction: The technology-delivered format allows for student-student and instructor-student interaction by requiring web-based discussion postings on a series of relevant, peer-reviewed industry articles that coincide with the course objectives. In addition, students take timed online quizzes to assess their knowledge of the required course concepts. Furthermore, students submit short written assignments regarding the concepts presented in the digitized video segments of the guest speakers. Students also must develop a feasibility study on a limited service hotel using research.
6. Time Equivalency: The course content "units" are equivalent to the traditional on-campus semester hour units of time described in the original course proposal approved by CAA/CGS. Student evaluations suggest that this course is challenging based upon the rigor of the required assignments. Multiple individual and team assignments are due on a weekly basis, in addition to the requirement of weekly web-based discussions.

**FCS 4345  
Hospitality Administration  
Syllabus**

**Instructor:** Lisa Brooks, MS, RD  
**Office:** 1429 Klehm Hall  
**Office Phone:** 217-581-6958  
**E-mail:** Use WebCT e-mail (course e-mail) ONLY;  
 For emergencies, use: [cftlb@eiu.edu](mailto:cftlb@eiu.edu)  
**Fax:** 217-581-6090 (Designate "Attn: Lisa Brooks" on cover page)  
**Office Hours:** M 5 - 7 pm; T 12 - 2 pm or by appointment

**Course Text:** Stutts, Alan T. (2001) Hotel and Lodging Management New York, NY: John Wiley & Sons.

**Course Prerequisites:** BUS 2101; BUS 3010; BUS 3470; FCS 2700; FCS 3786; FCS 4000; and FCS 4275. These prerequisites are strictly enforced! Instructor's discretion does not apply.

**Course Description:** Learn the operational techniques of the hospitality industry and various elements of successful management. Explore administrative aspects of hospitality businesses with emphasis on hotels, motels, bed and breakfasts, and eco-lodges.

**Course Objectives:** Upon completion the student should be able to:

- Identify and demonstrate appropriate procedures for the efficient operation of a hospitality business.
- Explain the departmental administrative structure within a hospitality facility.
- Describe and demonstrate various marketing strategies and techniques appropriate for the hospitality industry.
- Design a feasibility study for a hospitality venture.
- Evaluate the efficiency and effectiveness of the administrative function within the hospitality industry.

**Disability Statement:**

If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (217-581-6583).

**Academic Integrity:** You are not to engage in academic dishonesty of any kind with respect to examinations, course assignments, plagiarism, alteration of records, or illegal possession of library resources. Dishonesty on any evaluation exercise or project will result in a course grade of "F." Copy and pasting another student's work is a flagrant violation. Not citing sources is a violation. To further ensure academic honesty, random papers will be analyzed using Turnitin plagiarism software.

**Course Grades:**

**A:** 90 - 100%     **B:** 80 - 89%     **C:** 70 - 79%     **D:** 60 - 69%     **F:** Less than 59%

\*Discussion Points: (The week you present, points are factored into your presentation score). 25%

Individual/Team Presentation: 20%

Short Assignments/Video 10%

Team Feasibility Study: 30%

Quizzes/Exams 20%



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Bonus points  
(Not counted in total points)

10 pts

**\*Discussion Criteria:**

Your responses will be evaluated on accuracy of content and your ability to make a meaningful contribution. You must reference the article within your discussion. Your discussion postings should be no less than four sentences (80%). The other portion of your points will be based on netiquette, grammar, spelling (20%). Respond to all articles. If there are no presentations that week, you are not held accountable for the discussion.

**Late Assignments:** A web-based course requires your full participation. You must adhere to the deadlines to electronically submit assignments (note date and time as stated in the schedule). In order to facilitate this course effectively, I do not accept late assignments. The deadline date is the latest any assignment can be submitted; however, you can submit assignments anytime during the week of the due date.

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